Incident Status Summary (ICS-209) General Instructions

Accurate and timely completion of the Incident Status Summary is a critical factor in the allocation of available resources during multiple fire situations. The information included on the form often determines the priority of a given fire, and thus its share of the resources available. In order to ensure that the information is the most complete possible, please follow the guidelines below when completing/reviewing the specific items on the form prior to transmittal.

Completion of the Incident Status Summary will be as specified by agency (in the geographic area's mobilization guide) or municipality. Reports are generally required for incidents where life and/or real property is threatened or destroyed, on incidents with high resource damage potential, and complex incidents that could have political ramifications. Wildland agencies normally require reports on all fire incidents which are 100+ acres in timber or 300+ acres in grass/shrubs. The first summary will cover the period from the start of the incident to 2100 hrs. on the first day, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 hours. Reports will be filed on a daily basis until the incident is declared controlled.

Block Heading	Instructions
Date/Time	Enter the date and time of this report. If it is an update, check to make sure that the date and time have been changed.
Initial/Update/Final	There is only ONE initial report and ONE final report. Everything else is an update. Updates should be submitted at least once a day until the fire is declared controlled. The final report is submitted only <u>after</u> the fire is declared controlled.
Number	Enter the number that has been assigned by the jurisdictional agency. This should include the unit identifier and the fire/incident number (e.g., NV-NNS-N920464, NV-ELD-Y042, or NV-4HTF-P44681).
Incident Name	Once a name has been assigned, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in the block for Remarks. If the report is for a complex, put the name of the complex here and list the individual fires and acreages under Remarks.
Incident Type	Wildfire, Wildland Fire Use, Prescribed Fire, Hazardous Materials or Fuel Spill, Hurricane, Tornado, Flood, Earthquake, etc.
Started (Date/Time)	Enter the date (including year) and time at which the incident began.
Cause	For fire incidents, enter the specific cause (e.g., human, lightning, or under investigation). Leave blank for other incident types.
Incident Commander	Use the first initial, followed by the last name.
IMT Type	Enter the type of Incident Management Team assigned (1, 2, or 3), if applicable.
State/Unit	Enter the unit identifier of the agency unit or municipality that has administrative jurisdiction over the land on which the incident is located; i.e., city, county, state, BLM District, National Park, National Forest, etc. (Examples: FL-FLS, WY-RAD, AZ-CCP, ID-BOF, NV-1ENA). If the incident is being managed/suppressed by another entity, note this information in the remarks.
County	Enter the county/counties in which the incident is occurring.
Latitude and Longitude	Enter the latitude and longitude where the incident started.
Short Location Descrip.	Give a general location (compass direction and number of miles) in reference to the nearest town.
Size/Area Involved	Enter the acreage for fire incidents or descriptive size (e.g., square miles) for other incidents. If a fire incident has more than one jurisdiction, show the total acreage here and break out the different agencies' acreages in the Remarks block.
% Contained or MMA	For wildfire incidents, enter the % of the incident that is contained. For Wildland Fire Use and/or Prescribed Fire, enter the Maximum Manageable Area (MMA) as an acreage value, polygon area, or

radius in miles from a given point.

Expected Containment	For fire incidents, enter the date and time at which full containment is expected.
Line to Build	For fire incidents, enter the number of chains of line still to be completed.
Costs to Date	Enter the total incident costs to date (dollar value).
Declared Controlled	Enter the date and time at which the incident was declared controlled. Once this block has been filled, the report is considered to be "final" - remember to check the appropriate box at the top of the report.
Injuries Today	Report only <u>serious</u> injuries <u>for this reporting period</u>. The nature of the injuries must be explained under Remarks.
Fatalities	Enter the total number of fatalities for the duration of the incident. Be very sensitive about exactly what kind of information is included (<u>never</u> include names!).
Threat to Human Life/ Safety	Check the line that most accurately describes the current level of threat to human life and/or safety.
Structure Information	Enter the number of structures threatened and/or destroyed by type. If additional descriptions are needed, use the Remarks section. Make sure the information is **current** - don't include past or future threats. The information should be updated daily as threats change, increase, or decrease.
Fuels Involved	For fire incidents, list the predominant and/or carrier fuels involved (by common name).
Resources Threatened	Include significant threats to timber, wildlife, habitat, watershed, or other valuable resources.
Current Weather Conditions	For fire incidents, enter the maximum (e.g., 1300 hr.) readings for wind speed, wind direction, temperature, and relative humidity for the current day. For non-fire incidents in which other weather conditions are a factor, use the Remarks section to describe the conditions.
Resource Benefits/ be Objectives	For Wildland Fire Use and Prescribed Fire incidents, describe the resource objectives and benefits to derived from the project.
Today's Observed Fire Behavior	For fire incidents, describe the fire behavior observed during the period being reported (i.e., moderate, extreme, and advanced to describe fire behavior in general terms, or terms such as torching, creeping, crowning, etc.).
Significant Events Today	Describe significant events occurring during the period being reported (i.e., closures, evacuations, progress made, distribution center accomplishments, etc.).
Committed Resources	Enter the number of resources committed by agency and kind of resource under the appropriate column (single resource (SR) or strike team (ST)). This section is used mainly to track federal, state, and private resources. If there are several different county, VFD, or city resources committed, group them together under "Other" and then list the individual entities in the Cooperating Agencies section. Make sure that the total number of personnel correlates with the number of people per crew, engine, helicopter (module and pilot(s)), etc.
Cooperating Agencies ...	Do not repeat agencies listed in the Committed Resources section. This section is for local cooperators and will generally include entities such as the Red Cross, Salvation Army, local law enforcement, etc.
Prepared By	Normally, this will be the Situation Unit Leader or Planning Section Chief at the Incident, but may be a dispatcher in the local dispatch center.
Approved By	Normally, this will be the Planning Section Chief or Incident Commander at the Incident, but may be the local Dispatch Center Manager, Fire Management Officer, or Agency Manager.
Estimated Control	For fire incidents, give the date and time at which control is expected. For non-fire incidents, enter

the date at which incident support is expected to be completed.

Projected Final Size — Enter an estimate of the total area that is expected to be involved/affected over the course of the incident.

Estimated Final Cost — Enter an estimate of the total costs for the incident, once all bills will have been processed (dollar value).

Tomorrow's Forecasted Weather — For fire incidents, enter the forecasted afternoon wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted weather events such as dry lightning, frontal passages, inversions, and gusty/erratic winds under Remarks. For non-fire incidents in which other weather conditions are a factor, use the Remarks section to describe the conditions.

Critical Resource Needs — List the kinds and numbers of resources needed, in order of priority.

Actions Planned ... — Provide a short summary of actions planned for the next operational period.

Projected Incident ... — Provide an estimate of the direction in which the incident is expected to spread during the next operational period (when applicable). Also include an estimate of the acreage that will likely be affected.

Major Problems and Concerns — For fire incidents, describe control problems (such as heavy fuels, steep terrain, difficult access, adverse weather conditions (high winds, low humidities), erratic/extreme fire behavior), safety concerns, etc. For all incidents, include social/political/economic concerns or impacts, and relate critical resource needs to the planned actions. If the fire is controlled, this block should be blank.

For fire incidents ... — Describe the fire's resistance to control in terms of growth potential and difficulty of terrain.

How likely is it ... — Give a short assessment of the likelihood of meeting the containment/control targets, given the current resources and suppression strategy (e.g., very likely). If containment is unlikely, explain why and/or adjust the containment/control targets accordingly.

Projected Demobe Start — Enter the date and time at which significant demobilization is expected to begin.

Remarks — Use this block to expand on information as outlined above, or to include other pertinent information not previously addressed.